

~~CONFIDENTIAL - EYES ONLY~~

24 March 1956

MEMORANDUM FOR: Director of Logistics

SUBJECT : Office Furniture

1. Confirming our earlier oral discussion, it seems to me that we should undertake at this time a study of the kind of office furniture which would best suit our needs, make the best use of office space, etc., in connection with our new building. Generally speaking, desks are not necessary for most of our people...and in many respects are security hazards ..., drawer space is not needed, and a table of much smaller dimensions would serve our purposes just as well.

2. There are, no doubt, many other changes which we could and would make if we were starting from scratch to select furniture for our new building. While I am not optimistic as to the practicability of replacing a substantial amount of the furniture we now have, certainly the matter is worth studying. I do not believe that such a study will take too much time, and it would seem that the Building Planning Staff of your Office would be in a particularly good position to do this along with its other planning responsibilities. In any case, we should explore the matter and now seems to be a propitious time to do it. Would you please undertake this study and keep me advised as to its progress.

/s/

L. K. WHITE  
Deputy Director  
(Support)

DD/S:LKW:laq

Distribution:

0 &amp; 1 - Addressee

✓ 1 - DD/S chrono

1 - DD/S subject:

LAQ-Bldg file  
+ - EAS 4

103

STAT

12/12/79